

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Micrographics Technician****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Indexes microfilm collection and other associated paperwork. Supports other office personnel when needed. Monitors the storage and use of microforms in the collection, and inter-action with the Library of Virginia in all microfilming matters. Uses technical knowledge of machinery; able to repair most technical problems.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	M	Prepares documents by determining if documents are archival value, disposing of duplicate copies and staples, and organizing material according to a file classification system in preparation for micro filming.
2	L	Conducts technical microfilm work by operating the microfilm camera and duplicator, developing microfilm using chemicals and machinery, inspecting film resolution, testing density standards, and editing film with microfilm reader.
3	M	Conducts administrative work by compiling paper copy indexes and computer indexing microfilm collection, filming, jacketing and filing microfiche records, answering the telephone, researching information, and ordering supplies.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Two years experience in microfilm production.
Certifications and Other Requirements	Basic computer and general office skills, must be able to operate microfilm camera, film duplicator and film processor
Reading	Work requires the ability to read technical manuals, files, memorandum, letters, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

CSC Adopted: October 2001, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At office equipment, filing
Sitting	F	Computer, desk work, operating camera
Walking	O	Inter-office, retrieving files
Lifting	O	Boxes, files
Carrying	O	Files, boxes, paper
Pushing/Pulling	R	Cart
Reaching	R	Boxes, telephone
Handling	R	Boxes
Fine Dexterity	F	Machine controls, computer keyboard, filing, writing
Kneeling	R	Fixing machine controls
Crouching	N	
Crawling	N	
Bending	O	Picking up boxes
Twisting	O	Moving boxes, paper
Climbing	R	Ladder, stairs
Balancing	R	On ladder, stairs
Vision	C	Computer monitor, reading, operating machines
Hearing	C	Communicating with personnel and general public, adjusting sound controls on machines
Talking	F	Communicating with personnel and general public
Foot Controls	F	Microfilm camera
Other (specify)	N	

CSC Adopted: October 2001, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Copy machine, fax machine, microfilm camera, film processor, film duplicator, film reader, QC desk, Densitometer, microscope, jacket loader, typewriter, general office supplies, computer, printer, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	M	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	D
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, rubber apron, eye wash station, face shield

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)